

Proceedings:

Solicitation meeting for Refugee Record Digitization Project
U.S. Consulate General, HCMC
August 12, 2006

Mr. Noah Littin, Vice Consul, began the meeting with specifications for the project. In the past solicitation, the specifications were not met (either contractors did not submit fixed price bids or combined the scanning and database projects into one proposal) and/or the price range of the bids was too high. Mr. Littin also announced a mistake in the solicitation document: on pages 2, 3, 6, and 19, there are references to an attachment. The information contained in the attachment has been merged into the solicitation document. There is no attachment.

Mr. Littin explained that the database project that was included as part of the last project is completed. Please also take note of all specifications in the solicitation, not just technical specifics for the deliverable data. Bidders who do not adhere to all points specified in the solicitation are disqualified. Mr. Littin reminded bidders that we are looking for a fixed price for the whole project; not a per image price. Thus, bids should include a fixed price, and a fixed time. Mr. Littin provided a sheet detailing his estimate of the number of records and types of records. (see sample at the end of this file)

The current task asks bidders to scan the Consulate's microfiche and microfilm and attach this information to the newly created database. The project is to be completed in 18 months or less. The product should be in Tagged Image File Format (TIFF) at 300 dpi resolution. Mr. Littin explained that during the meeting, bidders would be given an opportunity to inspect the files and be allowed to ask questions to inform their bids. (Bidders who did not attend Saturday's meeting can arrange a tour of the pertinent files by contacting Ms. Dung).

Mr. Littin acknowledged that contractors must accept substantial risk with this project. The contract is fixed price and is not subject to any qualifications, therefore contractors must be comfortable with the totality of their obligations when they place a bid. They must accept our estimates (or make their own during the inspection tour) of the size of the Consulate General's microfiche and microfilm collection, but they must also be comfortable with their contractual obligations and with the technological risks involved.

Mr. Littin described the current search method for the files as follows:

There are eleven Microsoft Access or Excel data files integrated into the Consulate's SQL database. These files are approximately based on various refugee programs administrated in several refugee camps (Thailand, Japan, Malaysia, Hong Kong, Indonesia, Philippines). When searching for a file, employees enter any known information (name, date of birth, refugee camp, IV number, etc.) into the database in order to find the desired microfilm. The database tells the employee where the microfiche or microfilm is located, through what camp the refugee immigrated, and gives the identifier information for the record. Microfiche are relatively easy to locate. A specific record on microfilm is more difficult to find because one roll of microfilm could contain 15-20 case files in no specific order.

What is the size of the film? 16 millimeter

Of the number of films that you have, how many are cut film and how many are on hard cards?

That is unknown, although the majority of files are on cut film.

What is the estimate of the proportions of film to cards?

Somewhere around 80% - 95% are cut film. Some have as many as 70 frames per sheet, some have 32 per sheet. The number varies because each camp had its own record system which might have changed over time (some camps had different organizations in charge at various times). The identification used by different agencies also differ. For example, some are filed by name and DOB while others are done with an MF number (in the case of Malaysia) or an IV number. Bidders should consider that in doing the scan, they must save one immigration file (which may be broken over more than one piece of microfiche) to one TIFF data file. It is also possible that one refugee had more than one refugee file because they could have moved from one immigration camp to another.

What is the average number of cases on a microfiche?

There will only be one immigrant case on any one piece of microfiche. However one immigrant case may be broken over several pieces of microfiche. On average, there is slightly more than one fiche per immigrant case. A discrete case will be either on microfiche or film, and not split between the two. E.g., the Philippine cases are all on film, the Hong Kong cases are on microfiche.

Are the formats consistent by camp? Can you determine how many are hard card vs. film?

Yes, each camp tended to stay consistent with one format. However, we cannot be sure that there were not exceptions that we have yet not come across. We cannot determine with certainty how many are on hard card or film (although the vast majority of all cases tend to be on cut film). We know that microfiche and microfilm formats changed from one camp to another. It is also possible that how one camp produced their film might have also changed over time – camps did not necessarily stick with one format. For example, Hong Kong identified cases are organized by surname while the Philippines used roll and case number as identifiers.

When working with these files, consular officers ask interviewees for information about their petitioner: the name of the camp through which they immigrated, their DOB, etc. Sometimes there is only one bit of search information available to aid us in conducting a search. This is why the database has so many search fields. Sometimes the case is accessed by the IV number, sometimes by another identifier.

Microfiche is much faster to search than microfilm (assuming that the drawers are in order). However, if a case is in the wrong place, we are not always aware of it. There are instances

where a fiche has been replaced in the wrong order or even in the wrong drawer. We have no way of finding these cases.

There are fewer microfilm cases. Microfilm searches are more difficult. With these it is harder to find an individual case because each roll contains several applications/cases; each microfilm has to be manually searched to find individual records. Unlike some newer microfilm formats our data cannot be searched by case or via another electronic means; you must survey and stop the film by hand. [During the meeting Mr. Littin pulled one microfilm roll at random; it contained about 50 records.] Some microfilm is on a spool, which you must thread through a reader. Some are in 3M Cartridges that can be inserted into a microfilm reader which facilitates scrolling.

What is the percentage of cartridges vs. spools?

Unknown. There are more cartridges than spools. There are 777 rolls of microfilm altogether; there are perhaps approximately 250 without cartridges, but this is just a guess.

After scanning, must we put the spool back into the case or cartridge?

Yes, we want the materials back in the same condition in which they were received.

Do you know the approximate number of images per cartridge?

We didn't do that break down during our sampling for every camp. The average number of cases could vary per roll. For the Philippines and Malaysia, there are approximately 160 – 200 immigrant cases per roll, with each case having 13 to 15 images.

Do you have the requirements on the TIFF header information?

Not specifically. Please make sure it is scanned at 300 dpi resolution, that all images for one case are saved onto one data file, and that each data file is scanned and linked to the corresponding entry in the database.

Do you want single or multi-page scanning?

If a case has 15 pages for example, you should save all of those images to one TIFF file.

How did you do the sampling of cases?

Using a tape measure, I literally measured all of the microfiche. I then took discrete samples from every camp and counted the number of pieces of microfiche I found in a particular sample. Next, I counted the number of separate cases in the batch and counted the number of images found on each piece of microfiche.

Is the difference in camp program as important as the camp designation?

Yes. Some camps hosted more than one refugee program over the course of many years.

Do you require monochrome or gray scale scanning?

Gray Scale scanning

Can you show us how the scanned image is to be inserted into the Database?

There is already a field reserved in the database to which the TIFF file can be linked. The database is already built and includes space to locate the field. All data provided by the selected bidder will be saved to the CD or DVD and then transferred to a server on a hard drive to download and link the images to the database.

Where will this downloading be done?

Downloading will be done on the consulate premises. Security is an important issue and the virus scan before linking to the database will be performed here. The actual scanning should be done on the premises of the successful bidder.

Should we consider providing you with a removable hard drive?

Contractors may use a removable hard drive if they choose.

If we are accessing and transporting the data, how much of that data can be removed and still allow consular functioning?

This may differ, depending on the location of the successful bidder. If the contractor was in town, we could expect turnaround much sooner, for example. If we knew that a certain portion of the data was removed for scanning, we could plan our work or follow up accordingly until it was returned. In general, we would expect any removed data portion to be returned within about a month.

Why the 18 month deadline?

Records lose value over time. Many of the people represented by these case files could be dead. If the project continues indefinitely, it may not be worth the effort. 18 months is the decision made for obtaining the maximum benefit from the files.

What is the proportion of film cartridges to loose rolls in the microfilm collection?

We think that the majority are cartridges although we have not done an exact count.

Some of the files and images may be deteriorated and dirty. What is the overall quality of the images—are they blurred, or otherwise damaged?

We seldom find cases that can't be read at all. Degradation for microfiche is usually at the beginning or end of a roll on the portion that is in physical contact with the drawer. The records

in the middle of the drawers are usually okay. Sometimes the fiche jacket sleeves themselves are deteriorating while the cut film is okay; consular workers press the fiche under the glass so that they are still generally legible.

How do you link the records together?

Some files have a discrete ID number. In the instances where cases are filed by name, the process would be less straightforward and would need checking. Some cases are on a roll with no other identification method to locate the case within the roll. At that point, the contractor can decide how they will link the information to the database.

To do this job well, we would need the database information that is already on file before delivering our product. Can you provide us with a copy of the database?

For security reasons, we cannot provide you with a copy of the database. All linking will need to be done on US Consulate premises.

Do you know how many cases there are?

No, we have only an estimate

What type of insurance is referred to on p 20 of the solicitation?

We are checking on that information and will send it to you in a following message.

The solicitation says that there must be a non-Vietnamese national to supervise the work. Is an American Viet Kieu acceptable?

Yes.

On the rolls of microfilm, it is hard to see where a case starts or stops?

It is sometimes hard. You should know that some cases are not in order by case number. Also, within one case file on microfilm, you may find that there are six people. If six people went by boat together, then the six people would be listed by the name of the principal applicant and they would be part of one complete case file.

Are there cases where the database tells you to go to a certain roll and the roll is not available at that location? This is necessary information because we need to know if you are asking us to sort out the rolls.

We do have some cases where there are people who have moved from one camp to another. This could mean additional searching. That is why we search 10 database fields at once; the refugee may have more than one record (i.e., they could have entries in several databases. Data may be found in different ways. For example, if you search by record number, more than one person may be found (in some camps, several members of a family may be linked together under one

identifier number, with one person being designated as the principal applicant. The rest are secondary to that principal applicant. However, if you were to search by the secondary person's name only, you may not locate the person at all – in these cases it is necessary to determine who the principal applicant was and then search their record to find information about the secondary.

In the example you mention above, where are the images?

They would be found under the principal applicant

As the delivered product, you want to be able to check for the principal applicant and get the correct images?

Yes. Remember, all six people represent one record. The microfiche records are straight forward in this way, the film is more complicated.

How was the current database done?

The materials were originally stored on magnetic tape and then sent to the database.

What are your quality assurance methods?

We would locate a random sampling of records to make sure that images are just as legible as if they were being read by a microfiche or microfilm reader directly from the film itself.

Do we have access to the database before we deliver so that we can check by using a reverse inquiry to check linkages? That is, if we remove Roll 32, can we look in the database and see 32 to get corresponding information to confirm that the links are made?

No. Your access to the database will be limited to your time in the consulate.

Given that we are doing batches of data across 18 months, the process of loading back into the database isn't a quick process. This means that contractors need to budget someone to be here (at the CG) all the time. Will you be able to accommodate this? Do you have resources for escorts, etc?

That is our responsibility; we will work out provisions if necessary.

Our performance is linked to our being able to get a subset of the data. What is more vulnerable, the microfilm or the database?

The database is more vulnerable than the microfilm or microfiche. There is not a lot of personal data, but the data is about possible U.S. citizens, and therefore must be protected. It is easy to copy this database, which is why it must be protected more than the microfilm and microfiche itself.

What would be the nature of the on-site surveillance? Will someone visit us from time to time?

Our expectations would be that you would keep the material secure, make sure that only cleared people perform the work, and to make sure you check for deletions and omissions, etc. We would reserve the right to make unannounced visits.

Is there a difference between foreign owned or a VN company?

No.

If someone wants to import scanners, etc. do we have a way to do that through the Consulate tax-free?

No.

Our employees must be screened for security purposes. Is there a limit on the number that can be cleared?

We understand that there could be personnel changes across 18 months, but time considerations should be taken into account.

When does the 18 month clock start ticking?

It would begin when the first batch of people that are sufficient to begin the work are cleared. You can clear other employees after that but should begin work with a core group. Once the initial clearance is completed, should there be changes of employees who will be working on the project, you will need to have new employees cleared, any delays caused by this will count towards the 18-month deadline.

Is there no secured space already in use that you can give to the successful bidder?

Physical space is less of an issue than security considerations. The contractor bears responsibility for adequate security –cameras, locks, etc, whatever is necessary. The contractor is responsible for finding their own space.

How long after the contract is completed does the contractor bear contractual obligations?

I can't say for certain at this time. Most contracts say for 3 years, but we will confirm this in a later message.

What would the liability consist of for three years, since the contract is only 18 months?

You would keep the paperwork. Professional ethics and liability would prohibit keeping copies of the actual materials. Fines and other sanctions would apply. We will acquire additional information and send this to you in a later message.

What is the time frame for clearing a U.S. National/ a Vietnamese citizen?

It takes about a month after the contractor has delivered the necessary information to the Consulate's Regional Security officer. The list of information will be provided to the successful bidder. It can take longer if the person has lived somewhere else, for example in a third country. Checking would take longer. Be advised that this clearance is not a security clearance in the strict sense. We are checking to make sure that there is no negative information about the individual

What are the terms for payment?

The successful contractor would work on a percentage of completion payment schedules. We will devise a method for determining how much is completed at any given point. We will work out a schedule with the successful bidder.

How will you record our data withdrawals and submissions?

We will develop a system for noting which records have been removed and when replaced. We probably wouldn't want to do this on a daily basis however.

You made the statement that bids for the previous bids came in too high. Can you share information about those bids?

No.

How is the selection decision made?

It is done by a team of evaluators.

If consular microfiche materials are withdrawn, found to be out of order, and reordered by the contractor, how should the material be returned, in the new or original order?

By all means, submit them in the corrected order.

How many microfiches do not have jackets?

Unknown, most do not

From my best calculations, in some instances you sampled less than 5% of your collections estimate. Why?

That may be true but enough samples were taken that we are confident that we have a fairly high statistical confidence interval. Although we could have taken more samples, this might have only caused an incremental increase in our confidence interval (say from 95% to 99%). Either way, it

is only an estimate; you need to be comfortable with our estimates or make your own estimates before bidding.

What hours would the contractor have access to the Consulate?

You can assume 5 days a week, during working hours. There might be additional hours by special arrangement.

What happens if you find images that are not linked in the database?

That is possible, and if you find that to be true, you won't be able to link it. We ask that you set those images to the side and simply give them the identifier that is already located on the physical microfiche or microfilm.

On p. 16 of the solicitation, you say that within the first 6 months, you need an IT security plan and a submission of that plan. On page 17 you talk about accreditation. How do we provide written proof of IT certification, and annual verification?

This information is provided in a following message.

What is the deadline for additional questions?

All questions should be submitted by **Thursday, August 23, 2006 by 3:00 p.m.**, exactly one week before the bids are due. This is the last date when it would be feasible to research the questions, including consulting Washington-based sources, and to distribute the answers to all bidders in time for the responses to be useful.

Please be reminded: **AUGUST 30 at 3:00 is the absolute deadline** for submissions. Submissions that **are even one minute late, by the Consulate clock**, will be disqualified.

The tender page 3 I.B says its 18 months from contract award. On Saturday both yourself and Jeff said its 18 months from the date that security clearance has been obtained for the people working on the project. This is a very key point and needs clarification

The 18 month clock will begin when the security clearance is completed for the core group of employees your designate as necessary to begin the project (we will continue to clear all of the employees you submit after the official start of the project). Please only provide us the names of those employees you reasonably expect to work on the project; we will not be pleased if you give us the name of everyone who works in your company. Additional names can always be added later in the project but remember that delays incurred due to clearance on these names will count towards the 18-month deadline.

What are the indexing fields required?

Currently our database locates microfiche and microfilm via the following identifiers:

For Thailand:

Microfiche Records: Full Name + T + [up to 6 digits]
Full Name + W + [up to 6 digits]
Ex: "Nguyen Van Anh T123456"
Ex: "Nguyen Van Anh W123456"

For Hong Kong:

Microfiche Records: Full Name + UN + [up to 6 digits] / [4 digits]
Ex: "Nguyen Van Anh UN123456/1234"

For Malaysia:

Microfilm Records: Find Roll # and once in film look under
[letter A to V] + [up to 4 digits] or
BM + [up to 5 digits]
Ex: "C1234"
Ex: "BM12345"

For Japan:

Microfilm Records: Find Roll # and once in film look under
[letters A to T] + [up to 4 digits]
Ex: "A1234"

For Indonesia:

Microfiche Records: [up to 5 digits]
Ex: "12345"

For Philippines:

Microfilm Records: Find Roll # and once in film look under
[name of principal applicant] + BV + [up to 6 digits]
Ex: "Nguyen Van Anh BV123456"

Microfiche Records: BV + [up to 6 digits]
Ex: "BV#123456"

For HO, Amerasian, and ODP programs:

Microfiche Records: V + [up to 6 digits]
IV + [up to 6 digits]
Ex: "V# 123456"

For ROVR program:

For RNQ program:

For ANQ program:

The Tender mentioned that there are 10 possible different fields but only one is used for retrieval currently. After conversion, what are the fields you are proposing to be used for the retrieval?

Please understand that the current system works whereby the database locates a specific piece of microfiche or roll of microfilm via an identifier (see above). This identifier is located at the top of the specific microfiche record or on the microfilm box. Once scanning is completed and the proper TIFF file is mated to the proper entry in the SQL database, the identifier number will become irrelevant -- the file will be linked to the database. We require the contractor, however to save the TIFF data file using the current identifier number before linking that file to the database. This will allow us to locate a data file via alternative means if needed at some point in the future.

As discussed above there is not a single unique identifier.

We need to know the fields and the specs such as 10 characters, alphanumeric etc.

Please see above answer.

My understanding is the indexing is at Case level, please confirm.

Indexing is based on the information outlined above.

Will a proposal that involves the transportation of the microfiche to an experienced and specialized International microfiche and microfilm digitization bureau in the Asia Pacific Region be considered?

Yes. However, you must disclose your proposed method of shipping. Please also be aware that you will bear the cost of shipping, so it must be included in your proposal.

In section 1 Part 4 E of the specification it is stipulated that a 300DPI Image in monochrome and Grayscale is required, however in response to a question on this subject it was further stated that only grayscale was required. Could you please re-confirm that only one copy of the image is required and at 300 DPI grayscale.

Yes, we only need one copy of the image – grayscale and 300 DPI.

Whilst the 300DPI grayscale provides a high level of contrast within a digitized microfiche image, our experience shows that benefits may be disproportionate to added cost and the large image file size that is produced. Has the Consulate conducted a sample digital conversion of some records at 300DPI grayscale? or compared the quality to a 200DPI Bi-Tonal Image? If not would you consider enabling the submission of samples with our response?

As it stands, the project is for 300 dpi in grayscale. If you would like to provide us with a cost-benefit analysis of the pros and cons of each format, we would be interested in reading and considering it. In the mean time, please plan for the required format.

It has been stipulated that you required the project completed within 18 months to ensure you capitalize on the value of the information, is a proposal that offers a price differentiation based on the required time frame as well as a quicker and longer time frame of interest?

Our requirements stipulate that the project should be completed within 18 months only. If completion is less time results in a lower cost, by all means factor it into your bid. As the contract stands, we will give no preference to shorter completion time unless it leads to lowers costs for the Consulate.

Currently there is a SQL database (DB) with all the indexes of each record in the microfiche/ microfilm. If once the scanned image is done, how is the SQL database able to match the images?

You are to link the images to the database. In your proposal please indicate how you intend to do so.

Does Consulate General have existing Document Management System?

We do not. The database gives us the information needed to find the relevant microfiche or microfilm record. Once this record is found, an employee of the Consulate General physically locates the relevant microfiche or microfilm record in a file cabinet.

How does the Consulate General retrieve this information from the SQL DB?

We use both a Microsoft Access front end search page and a web based search page to retrieve information from the SQL database.

MICROFICHE

Type	Total Size Measurement in Centermeters	Sampling Size in Centermeters	Total # of Microfiche in Sample	Total # of Individual Records in Sample	Total # of Pictures in Sample	Average # Pictures Per Sheet	Average # of Pieces of Microfiche Per Individual Case	Total Estimated Pieces of Microfiche in Category	Total Estimated Pictures in Category	Total Estimated Number of Individual Cases
A	1,833	13	446	327	16,882	38	1.4	62,886	2,380,362	46,107
B	2,317	7	371	229	16,740	45	1.6	122,801	5,540,940	75,799
C	484	11	637	637	5,356	8	1.0	28,028	235,664	28,028
D	1,459	13	616	590	14,661	24	1.0	69,134	1,645,415	66,216
E	1,340	10	462	448	10,883	24	1.0	61,908	1,458,322	60,032
F	386	9	481	427	14,033	29	1.1	20,630	601,860	18,314
G	256	4	208	128	9,138	44	1.6	13,312	584,832	8,192
H	34	2	93	34	5,330	57	2.7	1,581	90,610	578
I	275	5	302	295	6,694	22	1.0	16,610	368,170	16,225
J	327	5	293	215	11,631	40	1.4	19,162	760,667	14,061
sum:								416,052	13,666,842	333,552

MICROFILM

Type	Total Rolls	Sampling Size (# rolls)	Total # of Pictures in Sample	Total # of Individual Records in Sample	Average # Pictures Per Individual Record	Average # Individual Cases Per Roll	Estimated Total Pictures in Collection	Estimated Number of Individual Cases
I-A	333	3	7,980	604	13	201	885,780	67,044
I-B	263	3	7,387	483	15	161	647,594	42,343
I-C	66					184	169,803	12,113
I-C	10					184	25,728	1,835
I-C	68					184	174,949	12,480
I-C	20					184	51,455	3,671
I-C	17					184	43,737	3,120
sum:	777						1,999,046	142,607

Summary Statistics of I-A + I-B Collections

(Used for Calculations of Other Microfilm Collections)

Total Est Pictures in I-A + IB	1,533,373.7
Total Rolls in I-A + IB	596.0
Total Individual Cases in I-A + I-B	109,387.0
Average Pictures per Roll	2,572.8
Average Individual Cases per Roll	183.5
Average Pictures per Individual Case	14.0

Total Estimates For Collection

Pieces of Microfiche	416,052
Rolls of Microfilm	777
Total Pictures	15,665,888
Estimated Individual Cases	476,159
Microfiche	70%
Microfilm	30%



United States Department of State
United States Consulate General
Ho Chi Minh City, Vietnam
Diplomatic Security Service
Regional Security Office

MEMORANDUM

To: Kathleen Peoples
Contracting Officer

Cc: David B. Jepps
Facility Manager

From: Christopher A. Murray
Regional Security Officer

Date: August 17, 2006

Subject: Security Request for Contractors

Contractors who have been selected to work for the Consulate will be required to submit the documents listed below for all of their prospective workers if they require continuous access for a period of two weeks or more to the Consulate, Offices at Saigon Center or Diamond Plaza:

1. An Employment Form with photo (form attached)
2. A copy of Identity Card
3. A Police Certificate (form attached)

Some notes about Police Certification.

- Workers who live in Ho Chi Minh City will obtain a Police Certificate at the Ward Police Office where he/she had registered for their Family Book.
- Workers who have registered for their Family Book at other provinces but have been officially registered for temporary residence in Ho Chi Minh City for the past year will obtain a Police Certificate at the Ward Police Office where he/she is currently living.
- Workers who have registered for their Family Book at other provinces but have been living in Ho Chi Minh without official temporary registration will obtain a Police Certificate at the Police Office of his/her hometown.

All documents need to be submitted to the Consulate's Regional Security Office (RSO) through the Consulate's General Services Officer/Contracting Officer prior to the commencement of the project. RSO clearance will be issued to workers on a case by case basis. Submission of documents to the RSO office should be done in groups of contractors, not by individuals.

THỦ TỤC KIỂM TRA AN NINH ÁP DỤNG CHO CÔNG NHÂN CÁC NHÀ THẦU LÀM VIỆC CHO TỔNG LÃNH SỰ

Các nhà thầu được chọn làm việc cho Tổng Lãnh Sự phải đảm bảo toàn thể công nhân của họ, những người có trong đội làm việc cho các dự án của Tổng Lãnh Sự nộp đầy đủ các giấy tờ sau đây để kiểm tra an ninh trước khi làm việc:

1. Bản khai lý lịch có dán hình (mẫu đơn đính kèm)
2. Một bản sao của Chứng Minh Nhân Dân (không cần công chứng)
3. Giấy xác nhận của Công An địa phương về tiền án, tiền sự (mẫu đơn đính kèm)

Một số lưu ý về giấy xác nhận của Công An:

- Công nhân có hộ khẩu thường trú tại thành phố Hồ Chí Minh sẽ chứng giấy xác nhận tại Công An địa phương nơi cư trú.
- Công nhân có hộ khẩu tại các tỉnh khác nhưng có đăng ký tạm trú tại thành phố Hồ Chí Minh trong thời gian qua thì chứng tại Công An địa phương nơi đăng ký tạm trú.
- Công nhân có hộ khẩu tại các tỉnh khác mà không có đăng ký tạm trú tại thành phố Hồ Chí Minh thì phải xin giấy xác nhận tại nơi đăng ký hộ khẩu.

Tất cả các giấy tờ này phải nộp cho phòng An Ninh trước khi dự án bắt đầu. Phòng An Ninh sẽ tiến hành kiểm tra an ninh cho từng cá nhân. Tuy nhiên, các giấy tờ yêu cầu như trên phải được nộp theo danh sách chung từng nhóm nhà thầu. Phòng an ninh sẽ không giải quyết việc nộp lẻ tẻ của từng cá nhân.

Cộng Hoà Xã Hội Chủ Nghĩa Việt Nam
Độc Lập – Tự Do – Hạnh Phúc

ĐƠN XIN XÁC NHẬN

Kính gửi: Công An Phường Quận

Tôi tên là: Nam/Nữ:

Sinh ngày: Nơi sinh:

Chứng Minh Nhân Dân: Cơ quan cấp: Cấp ngày:

Hộ khẩu thường trú tại:

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Hiện đang đăng ký tạm trú tại:

.....

Theo yêu cầu của cơ quan tuyển dụng lao động, tôi làm đơn này đề nghị quý phòng Công An xác nhận cho tôi các nội dung sau:

- Tiền án, tiền sự, các hành vi vi phạm pháp luật tại địa phương trong thời gian qua.
- Thái độ chấp hành các nội qui, pháp lệnh của Nhà Nước theo nghĩa vụ của một công dân tại địa phương trong thời gian qua.

Xin chân thành cảm ơn

..... Ngày Tháng Năm

Xác nhận của Công An địa phương

Người làm đơn